



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	PUBLIC HEALTH NURSE IV (Multiple)
Posting Number	PN# 110136
Department	Health & Human Services
Division	Human Services
Section	Nursing Services
Reporting Location	8000 N. Stadium Drive
Workdays & Hours	M – F, 8 a.m. – 5 p.m.*
*Subject to change	

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs supervisory, consultative, advisory and educational nursing work in the field of public health. Work may be related to general public health nursing or a specialized area.

CORE FUNCTIONS

- Assists with emergency preparedness planning and evaluation.
- Plans and evaluates various public health emergency programs and nursing involvement.
- Assists with developing clinical and administrative policies and procedures.
- Develops and conducts training to educate the community and neighborhood services staff on health preparedness.
- Ensures compliance with grant standards.
- Develops, implements, and performs quality improvement activities.
- Develops and implements a plan to train staff and to evaluate their skill performance.

WORKING CONDITIONS

The position occasionally requires stooping, bending, and light lifting, such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires graduation from an accredited school of nursing. A Bachelor of Science degree in nursing.

MINIMUM EXPERIENCE REQUIREMENTS

Four (4) years of experience as a practicing registered nurse are required. A Master of Science degree in Nursing and two (2) years of experience in general nursing, including one (1) year of supervisory experience, may be substituted for the experience requirement.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's license in compliance with the City of Houston's policy on driving (AP 2-2) and licensed to practice as a registered nurse in the State of Texas.

PREFERENCES

- Public Health experience.
- Strong oral, written and organizational skills.
- Good communication and computer skills.
- Bilingual preferred (English/Spanish).

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, these positions are subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION **GRANT FUNDED POSITIONS**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 22
\$1,277- \$2,388 Biweekly \$33,202 - \$62,088 Annually

OPENING DATE April 26, 2006

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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